



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

LIBRARIAN II

PN# 106970

Library Department

North District

Hillendahl Branch*

2436 Gessner Road *

Rotating Schedule*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Serves as acting Branch Manager in the absence of the manager. Responsible for providing reference and reader's advisory services. Demonstrates knowledge of branch library collections, including electronic databases. Assists in collection development, including evaluation, selection, weeding and marketing of materials. Assist with branch public relations, programs, and outreach services; demonstrates awareness of community needs; identifies target groups. Prepares, records and submits a variety of reports in a timely manner. Performs other duties as assigned. Demonstrates knowledge of system policies and procedures.

10 **WORKING CONDITIONS**

Ability to communicate effectively both orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the library to file/retrieve library materials.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA) and one year of experience as a librarian.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and two years of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

See above

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Customer/Public Service experience strongly preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, and Access) strongly preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21

\$1,436 - \$1,885 Biweekly

\$37,336-\$49,010 Annually

18 **OPENING DATE**

October 5, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. TDD Phone Number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer